

APPENDIX C

UNIT MAILROOM (UMR) AND POSTAL SERVICE CENTER (PSC) INSPECTION CHECKLIST

YES NO

1. A copy of DoD 4525.6-M, Volume II, is on hand with all changes properly posted. (Paragraph 101.1.)
2. Have all unit mail personnel been designated properly? (Paragraph 303.1.)
 - a. Copy of DD Form 285 is in the possession of each unit, or alternate mailclerk or mail orderly, and is on file with the unit records. (Paragraph 305.2 and Paragraph 305.3.)
 - b. DD Form 285 of former mailclerks or mail orderlies are revoked, voided, and filed. (Paragraph 306.)
3. Designated mailclerks or mail orderlies have received adequate postal training. (Paragraph 304.)
4. Mailclerks or mail orderlies have sufficient time to fulfill unit mail duties efficiently. (Paragraph 301.1.b.)
5. USPS mailbags are used for transporting U.S. mail only, are emptied promptly, and returned daily to the source from which received. (Paragraph 301.2.j.)
6. A separate and secure room with sufficient space and equipment is provided to operate the UMC or PSC. (Paragraph 301.1.a.)
7. Unauthorized personnel are denied access to UMRS or PSCS (Paragraph 309.5)
8. Duplicate keys and combinations are retained and secured properly. (Paragraph 309.6.c.)
9. Required protection is given to mail in transit to-and-from UMR or PSC. (Paragraph 309.7.)
10. Mailclerks or mail orderlies are familiar with instructions governing delivery of mail. (Paragraph 304.)
 - a. Damaged articles are rewrapped properly and endorsed. (Paragraph 402.2.)
 - b. Personal mail is properly delivered on to the addressee or authorized agent. (Paragraph 404.2.)
 - c. Mail addressed to "Commander of" is delivered as official mail. (Paragraph 403.1.b.)

YES NO

d. Personal mail for unit mailclerks or mail orderlies is handled properly. (Paragraph 402.7.)

11. If personal accountable mail is handled, unit mailclerks or mail orderlies are familiar with instructions governing security and delivery. (Paragraph 406.1.)

a. PS Forms 3849A, and 3849B are prepared and maintained properly. (Paragraph 406.1.e.)

b. Accountable articles are stored separately from non-accountable articles. (Paragraph 406.1.b.)

c. Accountable articles are delivered only to the addressee or authorized agent. (Paragraph 406.1.h.)

12. Receipts are obtained for official accountable mail. (Paragraph 406.3., 406.4., and 406.5.)

13. The unit postal officer or PSC supervisor has developed SOPs to cover mail security, emergency destruction of mail, and delivery of mail during field exercises. (Paragraph 301.2.a.)

14. Mailclerks or mail orderlies are familiar with reporting procedures for known or suspected postal offenses. (Paragraph 301.3.g. and 301.4.e.)

15. Daily and weekly inspections are being conducted. (Paragraphs 307.1. and 307.2.)

16. Mailclerk, or mail orderlies are aware of the privileged nature of mail and postal records. (Paragraph 309.8.)

17. If delivery is through mail delivery receptacles then:

a. Receptacles are being assigned to only one person. (Paragraph 502.3.)

b. The receptacle that has been unused the longest is being reissued first. (Paragraph 502.7.)

c. The rear of each assigned receptacle is labeled properly to identify holder. (Paragraph 502.9.)

d. Receptacles record cards are filed properly. (Paragraph 503.8.)

e. Unassigned receptacles are free of mail and blocked to prevent placing mail therein. (Paragraph 507.)

f. Keylock cylinders or combinations are changed after receptacles are closed. (Paragraph 505.1.)

g. Customers are promptly notified of receipt of articles too large fit in receptacles. (Paragraph 506.7.)

h. DD Form 2258 is prepared properly and used to mark receptacles for customers who are absent temporarily. (Paragraph 506.5.)

i. Receptacles are free of an excessive accumulation of mail. (Paragraph 504.1.)

18. A postal directory is established and maintained properly. (Paragraph 602.)

19. Directory mail is endorsed properly and returned promptly to source from which received. (Paragraph 604.)

20. Undeliverable second-class mail (newspapers and magazines) is handled properly. (Paragraph 605.2.)

21. Mail for individuals due to arrive is held for any appropriate time. (Paragraph 605.4.)

22. Mailclerks or mail orderlies are familiar with handling procedures for casualty mail. (Paragraph 608.)

23. Unit postal files and records are being maintained properly under each Military Service's requirements.

24. Irregularities noted on the last inspection checklist have been corrected. (If not, explain why in the remarks)